Australian Proteome Analysis Facility Ltd
Delegations of Authority Policy

**Purpose**
The Delegations of Authority Policy and the delegations conferred by the Australian Proteome Analysis Facility Ltd (APAF) Board, are intended to achieve the following objectives:

1. ensure that all expenditure meets the governance principles of APAF;
2. improve the efficiency and effectiveness of the entity's administrative processes; and
3. ensure that Management is provided with the appropriate level of authority to perform their duties and responsibilities.

**Overview Specific Delegations**
At all times the exercise of the delegations conferred by the Board to those so authorised under this instrument must be:

a) limited to those areas and for those amounts for which the delegated officer has the responsibility;

b) in accordance with the financial and capital expenditure Budgets approved and reviewed by the Board;

c) for the purpose for which the funds and responsibilities were allocated; and

d) in accordance with the strategic plan and work plans approved or reviewed by the Board.

**Scope**
This Policy applies to the APAF Executive, Management, staff and those transacting on behalf of APAF.

**Authority**
- a delegation may not be exercised under any circumstances unless it has been specifically approved and is detailed in APAF’s approved delegations. All delegations relate to the delegate’s position, not to the individual in that position;
• a delegate who is formally appointed to act temporarily in another position for a specific period has the same level of delegation as the substantive occupant provided the substantive occupant is absent for at least one full working day;

• a delegation of authority can be wholly or partially withdrawn or restricted (either permanently or temporarily) at any time by the substantive occupant of the position to whom that delegate is accountable or by the Board; and

• a delegate's supervisor may exercise the same level of authority as the delegate (that is to say, levels of authority are hierarchical through relevant lines of responsibility up to and including the APAF Board).

Responsibility

• the APAF Board is responsible for ensuring compliance with processes that are impacted by the Delegations of Authority Policy;

• APAF Management, staff and those transacting on behalf of APAF who are holding delegation, are responsible for the exercise of their delegations, and shall not exceed their delegations as prescribed in this document; and

• APAF Executive, Management, Staff and those transacting on behalf of APAF will consider environmental and social factors alongside economic factors in administering this policy.

Transactions

• a delegate may take an action or sign any document necessary to give effect to a transaction they have authorised under their delegation except where such an authority is specifically delegated to others in the Delegations Register;

• any delegation to incur expenditure must be exercised within the limits of the relevant approved budget or other approved source of funds;

• a delegate can only exercise authority with respect to the total transaction value, exclusive of GST. That is, the delegation is to be used for the entirety of a transaction. If a piece of work is being delivered under contract it is not permissible to use delegation over two or more separate contracts or two or more invoices - it is the cost of the transaction as a whole over the total term of the transaction that is relevant.;

• if there is any increase in the cost of a transaction, then:
  o the delegate who approved the original transaction must approve that variation; or
if the sum of the variation and the original cost of the transaction exceed the delegate's limit of authority for that type of transaction, a delegate with the appropriate level of authority must approve that variation; and

- where a commitment for a financial transaction has been entered into by an appropriately delegated officer, it is not necessary for progress payments to be authorised by that delegate if a lower band delegate has the delegation to authorise these progress payments.

Conflicts of interest - Own expenditure and leave

- a delegation cannot be exercised where the delegate has a conflict of interest, including where the delegate would obtain a personal benefit of some material kind. Delegates must not approve the incurring of, or the reimbursement of, their own expenditures or advances even if it falls within their delegation limit. Such expenditure must be approved by that person's immediate supervisor. Where the immediate supervisor is not available it must be approved by the supervisor of the immediate supervisor.

The financial limits of delegation of authority of officers of APAF are as follows:

**In relation to APAF services:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>Above $150,000</td>
</tr>
<tr>
<td>Chairman's approval</td>
<td>Up to $150,000</td>
</tr>
<tr>
<td>Facility Director</td>
<td>Up to $100,000</td>
</tr>
</tbody>
</table>

**In relation to company operations/expenses:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>Above $50,000</td>
</tr>
<tr>
<td>Chairman's approval</td>
<td>Up to $50,000</td>
</tr>
<tr>
<td>Facility Director</td>
<td>Up to $30,000</td>
</tr>
<tr>
<td>Macquarie University MolSci Department Manager</td>
<td>Up to $20,000</td>
</tr>
<tr>
<td>Macquarie University MolSci Administrator</td>
<td>Up to $10,000</td>
</tr>
</tbody>
</table>

1 The appointment of the Directors of the Board of the company is controlled by the member, Macquarie University. The Board of Directors are employees of the University.
In addition there is a separate purchasing policy for NCRIS assets only. Purchase of such assets must be referred to the Executive Committee. The Executive Committee will review the potential purchase and make recommendations for purchases to be approved by the Facility Director or Board of Directors.

**Date Approved**  
7 August 2018

**Approval Authority**  
Australian Proteome Analysis Facility Ltd

**Date of Commencement**  

**Amendment Dates**  
24 February 2010; 7 August 2018

**Related Policies, Procedures and Guidelines**

**Policies Superseded by this Policy**  
24 February 2010 DoA